

State of Connecticut
Department of Social Services
925 Housatonic Avenue λ Bridgeport, Connecticut 06606-5700

POSTING DATE: November 20, 2006

CLOSING DATE: December 4, 2006

HEAD CLERK – WATERBURY OFFICE

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)

THE DEPARTMENT OF SOCIAL SERVICES WESTERN REGION IS PRESENTLY RECRUITING TO FILL A HEAD CLERK POSITION LOCATED AT ITS WATERBURY OFFICE.

OPEN TO: STATE EMPLOYEES

BARGAINING UNIT: ADMINISTRATIVE CLERICAL (NP-3)

SALARY RANGE: \$37,532.00 - \$49,221.00 (CL 15)

LOCATION: 249 THOMASTON AVENUE, WATERBURY, CT

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Coordinates office workflow; determines priorities, assigns and reviews work; establishes and maintains office procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; maintains or oversees maintenance of office records and logs; acts as liaison with other operating units, agencies and outside officials regarding agency policies and procedures; prepares reports; performs a range of clerical procedures which may include such things as processing, reception, filing, record-keeping, bookkeeping and typing; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office systems and procedures; ability to perform a full range of clerical tasks; interpersonal skills; oral and written communication skills; skill in performing arithmetic computations; ability to lead other employees; ability to schedule and prioritize workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to read, understand and apply a variety of materials.

EXPERIENCE AND TRAINING: Three (3) years of general clerical experience

SPECIAL EXPERIENCE: One (1) year of the General Experience must have involved a full range of general clerical duties as an Office Assistant or its equivalent.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

Note: *This position may be filled by candidates who are eligible for appointment from the current examination list for Head Clerk, or by candidates who have obtained permanent status in the Head Clerk job classification and are eligible for lateral reassignment, or by mandatory candidates from Reemployment/SEBAC Lists to whom we are obligated to give priority consideration.*

APPLICATION PROCEDURE: Candidates should forward a State of Connecticut Employment Application (PLD-1), which can be obtained off the State of Connecticut's Department of Administrative Services Web site at www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS, to:

LYNN GELZHEISER, PRINCIPAL HUMAN RESOURCES SPECIALIST

Department of Social Services
925 Housatonic Avenue
Bridgeport, Connecticut 06606
FAX: 203-579-6998

NOTE: The Department of Social Services thanks all applicants, but advises that only those selected for interviews will be contacted. Thank you for your interest.

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an Equal Opportunity / Affirmative Action Employer and strongly encourages the applications of women, minorities and persons with disabilities.